

**Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003**

Before completing this, please read the guidance notes at the end of the form, especially note 1

**Please do not print this form, instead, complete and return by email to:** [licensing@southnorfolkdandbroadland.gov.uk](mailto:licensing@southnorfolkdandbroadland.gov.uk)

|  |  |
| --- | --- |
| Name(s) of applicant(s): | Click or tap here to enter text. |

being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

**Part 1: Premises Details**

|  |  |
| --- | --- |
| Name of premises: | Click or tap here to enter text. |
| premises licence/club premises certificate number: | Click or tap here to enter text. |
| Address of premises, if any, including postcode or if none, ordnance survey map reference or description: | Click or tap here to enter text. |
| Telephone number (if any): | Click or tap here to enter text. |
| E-mail address (if any): | Click or tap here to enter text. |
| Brief description of premises: (see guidance note 2) | Click or tap here to enter text. |

**Part 2: Applicant Details**

|  |  |
| --- | --- |
| I am/we are the premises licence holder |  |
| I am/we are the club premises certificate holder |  |
| Telephone number (in working hours): | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Current postal address if different from premises address (including postcode) | Click or tap here to enter text. |

**Part 3: Proposed Variation(s)**

|  |  |
| --- | --- |
| Do you want the proposed variation to have effect as soon as possible? | YES  NO |
| If no, when do you want the variation to take effect from? (ie 01.02.24) | Click or tap here to enter text. |
| Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (see guidance note 3) | YES  NO |
| Please describe the proposed variation(s) in detail and explain why you consider they could not have an adverse effect on the promotion of any of the licensing objectives (see guidance note 1).  This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent): | Click or tap here to enter text. |
| Details of proposed variation(s) (see guidance note 4) | Click or tap here to enter text. |
| Details of proposed variation(s) (see guidance note 4) | Click or tap here to enter text. |

**Part 4: Operating Schedule** please tick those parts of the operating schedule which would be subject to change if this application to vary were successful.

**Provision of regulated entertainment** (see guidance note 5)

|  |  |  |
| --- | --- | --- |
|  | plays |  |
|  | films |  |
|  | indoor sporting events |  |
|  | boxing or wrestling entertainment |  |
|  | live music |  |
|  | recorded music |  |
|  | performances of dance |  |
|  | anything of a similar description to that falling within e, f or g |  |

|  |  |  |
| --- | --- | --- |
|  | provision of late night refreshment |  |
|  | the supply of alcohol (this can only relate to reducing licensed hours or moving them without any overall increase between 7am and 11pm) |  |

Please tick as appropriate

|  |  |
| --- | --- |
| I have attached the premises licence/club premises certificate |  |
| I have attached the relevant part of the premises licence/club premises certificate |  |
| I have included a copy of the plan (this is necessary if the proposed variation will affect the layout) |  |
| If you are unable to provide these, please give the reasons why: | Click or tap here to enter text. |

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| --- | --- |
| Any further information to support your application: (see guidance note 6) | Click or tap here to enter text. |

**Checklist:**

|  |  |
| --- | --- |
| I have made payment of the fee (this must be done via credit or debit card at the time of submission) |  |
| I have not made payment of the fee because this application has been made in relation to the introduction of the late night levy |  |
| I have enclosed the plan, if appropriate, of the premises in scale [1mm to100mm] unless otherwise agreed with the licensing authority |  |
| I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day |  |
| I have enclosed the premises licence/club premises certificate or relevant part of it or explanation as to why not |  |
| I understand that if I do not comply with the above requirements my application will not be deemed valid and will be rejected. |  |

**I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

The data provided on this form and supporting documents, including any photographic image, will be used and held by South Norfolk council or Broadland district council as data controller for the purpose of issuing, maintaining and renewing (as applicable), subject to eligibility a minor variation application and is subject to the requirements of the Data Protection Act 1998.  This personal data will be held and processed by the council in accordance with the Data Protection Act and may be disclosed to a public body or any agency nominated by a public body for the purpose of preventing and detecting fraud or other relevant criminal activity.  The information will be held on computer files and relevant paper filing systems.

Part 5 Signatures (see guidance note 7)

**Premises Licence**: Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (see guidance note 8).

If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign.

|  |  |
| --- | --- |
| Signed (type name in box) | Click or tap here to enter text. |
| Capacity | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (see guidance note 9). If signing on behalf of the applicant, please state in what capacity.

|  |  |
| --- | --- |
| Signed (type name in box) | Click or tap here to enter text. |
| Capacity | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**Where the premises are a club:**

|  |  |
| --- | --- |
| I (insert full name in box) | Click or tap here to enter text. |

make this application on behalf of the club and have authority to bind the club.

|  |  |
| --- | --- |
| Signed (type name in box) | Click or tap here to enter text. |
| Capacity | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Contact name (where not previously given) | Click or tap here to enter text. |
| Address for correspondence associated with this application (see guidance note 10): | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |

**Notes for Guidance**

1. General Note: The minor variations process can **only** be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives.

These are: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

It **cannot** be used to:

* extend the period for which the licence has effect
* vary substantially the premises to which it relates
* specify, in a premises licence, an individual as the designated premises supervisor
* add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate
* authorise the sale by retail or supply of alcohol at any time between 11pm and 7am
* authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied
* include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

1. Description of premises: for example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines etc.
2. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
3. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a minor variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for further information and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a**. Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

* whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent)
* relevant further details, for example whether music will be amplified or unamplified
* standard days and timing when the activity will take place, including start and finish times
* any seasonal variations in timings, e.g. additional days during the summer and
* non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) **Variations to premises/club layout**: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

* increase capacity for drinking on the premises
* affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits or
* impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions**: The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours**: details of any changes to hours when the premises or club is open to the public.

5. In terms of specific regulated entertainments please note that for:

* plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
* films: no licence is required for not-for-profit film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises and (b) ensures that each such screening abides by age classification ratings.
* indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
* boxing or wrestling entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
* live music: no licence permission is required for:
* a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
* a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
* a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
* a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
* a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
* recorded music: no licence permission is required for:
* any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
* any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
* any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
* dance: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
* Cross activity exemptions: no licence is required between 08:00 and 23:00 on any day, with no limit on audience size for:
* any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
* any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
* any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
* any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

6. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is minor and could not have an adverse impact on the promotion of the licensing objectives

7. Signatures: The application form must be signed (an electronic signature is acceptable)

8. Authorised agent: An applicant’s agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

9. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

10. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.